



## KING COUNTY

### ACCOUNTING SERVICES MANAGER

(Financial Services Administrator)

PUBLIC HEALTH- SEATTLE & KING COUNTY

Finance & Administrative Services Division/ Accounting Services Section

Annual Salary Range: \$71,526 - \$90,663

Job Announcement No.:04TA4203

OPEN: 4/12/04

CLOSED: Until Filled

**WHO MAY APPLY:** This career service position is open to all qualified candidates.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Employment Services Section, 999 3<sup>rd</sup> Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Alison Jaffe-Doty at (206) 296-0284 for further inquiries.

**PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

**WORK LOCATION:** Wells Fargo Center, 999 Third Avenue, Suite 600, Seattle.

**WORK SCHEDULE:** This career service position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work week is normally Monday through Friday; hours will vary depending on activities.

**PRIMARY JOB DUTIES INCLUDE:**

- Oversee department's accounting operations of a \$235 million budget, to include accounts payable, accounts receivable, general ledger, labor distribution, grant reporting, auditing and internal and external financial requests.
- As department accounting expert, identify and analyze accounting problems impacting audit compliance or departmental financial status.
- Inform department leadership of general ledger concerns and perform detailed analysis for department budget section and other sections/divisions.
- Manage department's revenue and expense transactions and input into King County financial systems.
- Develop and maintain appropriate systems, procedures, and policies for assuring GAAP and grant reporting requirements and compliance.
- Balance and interface detailed financial department records. Maintain Access-based files and tables for detailed and summary inquiries.
- Represent the department on County accounting workgroups such as the financial system replacement project.
- Develop and provide accounting financial training for leadership and department staff including reading and understanding specialized general ledger reports, grant reporting requirements, budget monitoring, and year-end closing activities.
- Manage accounting services section, composed of three supervisors and fifteen staff. Manage personnel issues for assigned staff including, hiring, training, performance review and making recommendations on disciplinary action as appropriate.
- Member of the Finance and Administration Division Management Team.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

**QUALIFICATIONS:****Education:**

- Bachelor's degree in Accounting, Health Care Finance, Business Management, Health Administration, Public Administration or related field.

**Experience/Skills/Abilities:**

- Highly skilled in a large department where applicant had full responsibility for financial operations including accounts payable, accounts receivable, general ledger, labor distribution, grants reporting, auditing and internal and external financial requests. Qualifying experience will be in an organization with a budget of at least \$100 million, supported by multiple and complex funding sources, with a significant share of grants or other targeted funding.
- Demonstrated skill overseeing an accounting services section. Skill in building team cohesion and performance, and conflict resolution.
- Demonstrated skill in multiple grant fund accounting and complying with government accounting principles.
- Skilled in overseeing the implementation of systems for the distribution of overhead costs.
- Demonstrated skill and understanding of policy and budget issues in a complex public service agency.
- Ability to provide excellent customer service to internal and external clients.
- Ability to communicate effectively verbally and in writing, and experience clearly communicating accounting expectations/assignments with various levels of management. **All application materials will be used in assessing written communication skills and English language skills.**
- Intermediate to advanced computer skills including Word, Excel and Access, and financial and budget information systems. Applicants will be tested on their computer skills.

**DESIRED QUALIFICATIONS:**

- Master's degree in Finance, Accounting, Business, Health Administration, Public Administration or related field strongly desired.
- Certified Public Accountant desired.
- Experience in a large and complex public sector agency desired.

**NECESSARY SPECIAL REQUIREMENTS:**

- The selected candidate will be required to pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law

**CLASS CODE: 8901 SEQUENCE NUMBER:0260**